



Finance & Facilities and Premises Health and Safety Committee Meeting

Tuesday 14th June 2022 at 8a.m.
The Federation of Boldmere Schools

Present: Mr Carl Glasgow (Executive Head Teacher) (EHT)
Mr Dan Mortiboys (Local Authority **Chair**) (DM)
Mrs Samantha Kenny (Co-opted, Head of Infants) (SK)
Ms Roxy Willis (Co-Opted) (RW)
Mr Matt Sadler (Co-opted, Head of Juniors) (MS))

In Attendance: Ms Cordell O’Neill (Governance Clerk)
Ms Becky Dewsbury (School Business Manager)
Mrs Anne Darby - Associate Member (AD) (with voting rights)
Mr Lee Schofield Finance Advisor DRB services (LS) Virtual

Apologies: Mr Avtar Bhogal – Associate Governor (AB)
Mr Pete Donovan – Parent Governor (PD)

Item:	Agenda Items:	Action by:																		
1	<p>Welcome and Apologies The Chair welcomed governors to the meeting; apologies were received and accepted from A Bhogal and P Donovan. The meeting was not quorate, however there was nothing to be approved.</p>																			
2	<p>Declarations of Interest The Chair asked members if there were any declarations of interest to be declared either pecuniary or non-pecuniary. There were no declarations declared.</p>																			
3	<p>Urgent Additional Items The EHT and SBM added the following urgent additional items to be added to AOB:</p> <ul style="list-style-type: none"> • The new Oracle Financial and HR system. 																			
4	<p>Minutes of the previous FFPH&S Committee and Matters Arising from 29th March 2022</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #D3D3D3;">Item No.</th> <th style="background-color: #D3D3D3;">Action</th> <th style="background-color: #D3D3D3;">Update</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">4</td> <td>Governors encouraged to complete outstanding training</td> <td>Completed</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Revise figures for the Budget setting 2022/2023 following updates from BCC</td> <td>CF figure not received due to new financial systems in place, defer</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Schedule an extra workshop meeting to discuss plans/actions moving forward</td> <td>See below*</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Make the necessary changes to the SFVS checklist Questions</td> <td>Completed</td> </tr> <tr> <td style="text-align: center;">9</td> <td>Review Medical Needs Policy and First Aid Policy at the next meeting and FGB</td> <td>Completed</td> </tr> </tbody> </table> <p>Item 6 *</p> <p>The date was scheduled to discuss the Finances in more detail, and it was proposed to continue with the date of the 29th of June 2022, to discuss an opportunity for proposals</p>	Item No.	Action	Update	4	Governors encouraged to complete outstanding training	Completed	6	Revise figures for the Budget setting 2022/2023 following updates from BCC	CF figure not received due to new financial systems in place, defer	6	Schedule an extra workshop meeting to discuss plans/actions moving forward	See below*	6	Make the necessary changes to the SFVS checklist Questions	Completed	9	Review Medical Needs Policy and First Aid Policy at the next meeting and FGB	Completed	
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	<p>moving forward. The SBM would produce a list of the top items of heavy expenditure. Governors noted a discussion was required around the nursery places and forward planning to ensure consultation was adhered to if changes were to be made in the nursery in 2023/24. The EHT felt it was not necessary to open the meeting to all governors. The Chair of finance reported on the deficit and how that was driven by the following areas: -</p> <ul style="list-style-type: none"> • Changes to the energy prices/inflation. • Change to the teachers' pay/higher increase to what the school received in funding. • Underlining deficit. <p>Governors agreed to the above. The Chair clarified the SFVS had been submitted. The SBM confirmed that was complete and had been submitted to the LA. There were no further questions.</p>	SBM/Gov'
5.	<p>Chairs business, actions, and correspondence There was no further business, actions, or correspondence to share.</p>	
6.	<p>Finance Matters The SBM (BD) confirmed there were no papers to share due to the issues with Oracle, the SBM highlighted the following salient points:</p> <ul style="list-style-type: none"> • The year-end workbooks were received late from the LA, a new system at Birmingham LA from Voyager to Oracle, had delayed finance related tasks. • LS confirmed the workbooks were sent out from the LA; however, errors were present with legacy figures and formulas, which meant the workbooks had to be returned to the LA, and when the school received these back, meant a delay in completion. The issues had a knock-on effect to HR and Finance. • The school changed to the access finance system, budget uploaded and agreed on return from the Easter holidays. The system was effective for the school and running smoothly. • The EHT confirmed Boldmere were a cheque book paying school, which was a positive, however schools that were not, could not pay their suppliers. • The implications of the failed system had a huge knock-on effect to providers/suppliers and the example provided was how the catering provider Dolce could only offer a reduced menu due to not been paid by schools. • All schools were cut off from Finance/HR inputting early March and the roll out was due on 11th April, staff had received the training in school, however since return after Easter, staff had not received log in details and there was no access to the new system. • The EHT read out an email received from NAHT which was taken from their newsletter. • The SBM confirmed how the school had a backlog of invoices and provided another example on the impacts such as: photocopy provider won't come out to fix the photo copier, as the bill had not been paid, this was the experience at another school that the school would try and avoid happening again. • Creating extreme worry, pressures, and workloads. • The issue needs to be resolved as suppliers were proposing to take action. 	

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	<ul style="list-style-type: none"> No workbooks had been received, which impacted on the school receiving the accurate CF figures. Salaries had not been charged to the schools yet. <p>Governors expressed their disappointment and dissatisfaction by the impact that Birmingham City Council's implementation of Oracle had on schools. The governors decided to act and challenge the implications placed on the school by writing a letter to the appropriate authorities/contacts of complaint to support the school.</p> <p>The SBM noted at no point had the LA carried out any working party groups to launch the new system in smaller settings prior to the whole launch and it was noted how the launch had taken place so soon after the pandemic, which had already made a massive impact on schools.</p> <p>Governors acknowledged the knock-on effect to the staff at Boldmere and the impact the extra work had on staff. Especially as the summer break was approaching and the school had to catch up on work that was not effective due to the new systems.</p> <p>Governors asked if the LA were providing timelines of when the system would be up and running effectively.</p> <p>The SBM confirmed no timelines had been given and the schools had been encouraged not to make contact.</p> <p>All governors agreed to write a letter of complaint on behalf of the Governing board at Boldmere Federation School.</p> <p>LS (DRB) confirmed the impact on their staff and pressures, no reconciliation had been carried out and the longer it went on the bigger impact it would have on staff, providers, and the school. DRB were supporting as much as they could. DRB were encouraging schools to move to cheque book systems.</p> <p>The Chair asked if there was anything further the Governing board could do to support the school. The SBM asked for the governors to be understanding of the position the school was under and be mindful of the future impacts on reporting figures.</p> <p>Governors welcomed the information and expressed their understanding and empathy, but also their dismay on the impacts to the school.</p> <p>There were no further questions for LS, LS left the meeting at 8.30am.</p>	Gov
7.	<p>Premises and Health and Safety</p> <p>The EHT highlighted the following salient points on Premises and health and safety updates:</p> <ul style="list-style-type: none"> The Health and Safety Policy/procedures were all up to date and in place. Accident statistics had been carried out as planned. Health and safety training was all up to date, and none planned. Every two years first aid training was scheduled. No safety issues to report in general. 	

Chair's signature: _____

Date: _____

	<ul style="list-style-type: none"> • Risk assessments were all in place and a new system had been implemented to tighten the Risk Assessments. • There were no building related issues or asbestos reported, planned building works/changes for Half term, such as, remedial work and fabrications of the building. • There was a planned visit on 24th June 2022 by the surveyors, with a focus on the flat roof and junior playground surfaces, which were causing an issue. • The boiler would be a focus and schools may move to heat pumps. A full report would be produced and shared. • The outcome of the Sutton municipal charity Grant was successful. • Building works would be carried out over the summer term. classrooms painted, sensory room in BIB, junior playground works and local drainage and electrical works annually and the basic cleaning of carpets. • There was no asbestos to report. • Fire arrangements were scheduled. • Health and safety governor tour would be scheduled with the health and safety link governor. <p>The Chair highlighted the survey was a focus and the board would welcome the report when received.</p> <p>A road traffic incident was highlighted by the Chair and discussed; however, it was decided the road traffic issues were not part of the Governing Board remit. The appropriate actions were carried out and education to children on road safety was delivered.</p> <p>The EHT reported on the costings of the Kitchens, each school had £20,000 devolved capital which would be utilised on the kitchens, to be sure the kitchens were 100% effective.</p> <p>There were no further questions.</p>	EHT Gov
<p>8.</p>	<p>Staffing Update</p> <p>The EHT confirmed all the staff were in place for September and allocated to their year groups. The EHT highlighted the following salient points:</p> <ul style="list-style-type: none"> • A member of staff was returning on a 0.8 contract (4 days a week). • Two members of staff (years leads in Infants) were commencing maternity leave. Moving forward with additional capacity, the current Acting Assistant Head would retain her role for a further year to support. • Five members of staff across the two schools were commencing maternity leave late September, with a member of staff in the BIB also commencing their maternity. • Requests had been received for some support staff to reduce their days of working, which would be covered internally. • Appointments would be made in Busy Bodies. 	

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	<ul style="list-style-type: none"> The Learning mentor within Juniors school had commenced and was a positive recruitment. <p>The HoJ and Hol were meeting with the SBM to review the staffing structure moving forward and review what was in place. The school had included all staff by asking for their preferences moving forward to support future staffing plans. Any changes would be reported to the Governing Board. The extra ordinary meeting scheduled in a few weeks would include any changes and discussions taken from the meeting</p> <p>Governors asked if the pandemic (Covid) was still making an impact in school.</p> <p>The EHT confirmed Covid was still around, however had improved and there was capacity within to cover staff absence if required. The supply teacher chain had also recovered and improved. The Hol confirmed, face to face was commencing including sports day and events taking place in school. The school would ensure that was communicated around all parents.</p> <p>There were no further questions.</p>	HoJ/Hol
9.	<p>Review policies</p> <p>There were no policies to review and report.</p>	
10	<p>Governor Training and Visits</p> <p>All governors were encouraged to view the list of forthcoming events that had been shared by both HoJ and Hol and schedule a date and time to attend one of the events, to support the school.</p>	All
11	<p>LA Items/Items for information</p> <p>The Clerk had uploaded governor link role job descriptions to support governors in their link roles.</p>	
12	<p>Any Other Business</p> <p>The HoJ shared the Parent Forum representation meeting that went ahead as planned and Laura Shergold attended the forum to support. Holiday provision was an agenda item, which would have financial implications. A survey had been circulated to parents asking to explore the possibilities of summer holiday provision. The school was not at the stage of offering the provision as it would depend on the response. The Chair highlighted concerns over financial implications and asked the school to be cautious. The Chair also highlighted concerns over the wellbeing of staff and the impact of extra work for the school. It was reported the relationship would be with the provider not the school.</p> <p>The EHT reported a letter that had been received regarding pensions and the letter was detailed to governors, which impacted some staff members. Implementations from the letter would have to be discussed</p> <p>The chair raised the point of the meeting not being quorate and concerns were highlighted with attendance of governors. This would be discussed again at FGB.</p>	All/Clerk

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	There were no further questions.	
13	<p>Date and time of the Next Meeting</p> <p>There was an extra ordinary meeting scheduled for 29th June 2022, not all governing board members were required.</p> <p>The 2022/2023 dates for all committees and FGB had been shared</p> <p>FFPHS, was scheduled for 15th November 2022 at 8am</p>	

ACTIONS:

Item No.	Action	By Whom
6	To act and challenge the implications placed on the school by writing a letter to the appropriate authorities/contacts of complaint to support the school.	Governors/FGB
7.	H & S Governor tour visit to be scheduled.	PD and EHT
10.	All governors were encouraged to view the events list and attend where possible to support the school.	All Governors
12.	Governors encouraged to attend the committee meetings, to ensure the meeting was quorate.	All

With there being no further business, the Chair closed the meeting at 09.15am and thanked governors for their attendance.

Chair's signature: _____ Date: _____